

1 **R277. Education, Administration.**

2 **R277-211. Utah Professional Practices Advisory Commission (UPPAC), Rules of
3 Procedure: Notification to Educators, Complaints and Final Disciplinary Actions.**

4 **R277-211-1. Authority, [and] Purpose, and Oversight Category.**

5 (1) This rule is authorized by:

6 (a) Utah Constitution [Article X, Section 3](#), which vests general control and
7 supervision over public education in the Board;

8 (b) [Section 53E-6-506](#), which directs the Board to adopt rules regarding UPPAC
9 duties and procedures; and

10 (c) Subsection [53E-3-401](#)(4), which allows the Board to make rules to execute
11 the Board's duties and responsibilities under the Utah Constitution and state law.

12 (2) The purpose of this rule is to provide procedures regarding:

13 (a) notifications of alleged educator misconduct;

14 (b) review of notifications by UPPAC; and

15 (c) complaints, consents to discipline, and defaults.

16 (3) [Title 63G, Chapter 4](#), Administrative Procedures Act, does not apply to this
17 rule under the exemption of Subsection [63G-4-102](#)(2)(d).

18 (4) This rule is categorized as exempt as described in Rule [R277-111](#).

19

20 **R277-211-2. Initiating Proceedings Against Educators.**

21 (1)(a) The Executive Secretary shall refer a case to UPPAC to make a
22 determination if an investigation should be opened regarding an educator upon
23 receiving a notification of alleged educator misconduct implicating a violation of [the]
24 Rule [R277-217](#), Educator Standards, or Utah law.

25 (b) The Executive Secretary may refer a case to UPPAC upon the Executive
26 Secretary's own initiative.

27 (2) If an informant seeks to report information to UPPAC concerning alleged
28 educator misconduct, the informant shall submit an allegation of misconduct to the
29 Executive Secretary in writing, including the following:

30 (a) the informant's:
31 (i) name;
32 (ii) position, such as administrator, teacher, parent, or student;
33 (iii) telephone number;
34 (iv) address; and
35 (v) contact information;
36 (b) information about the educator against whom the allegation is made:
37 (i) name;
38 (ii) position, such as administrator, teacher, candidate; and
39 (iii) ~~if known, the address and telephone number~~ school or LEA; and
40 (c) the facts on which the allegation is based and supporting information.
41 (3) If an informant submits a written allegation of misconduct as provided in this
42 rule, the Executive Secretary shall notify the informant of a final action taken by the
43 Board regarding the allegation.
44 (4)(a) Proceedings initiated upon the Executive Secretary's own initiative may be
45 based on information received through a telephone call, letter, newspaper article, media
46 information, notice from another state, or by other means.
47 (b) The Executive Secretary may also recommend an investigation based on an
48 anonymous allegation, notwithstanding the provisions of this rule, if the allegation bears
49 sufficient indicia of reliability.
50 (5)(a) The USBE Internal Audit Department shall refer to UPPAC and the LEA
51 any complaint against an educator that would violate Rule R277-217, Educator
52 Standards, or Utah law.
53 (b) The Executive Secretary shall consult with the educator's LEA and request
54 any relevant evidence from an educator's LEA concerning a complaint referred under
55 Subsection (5)(a).
56 (6) If an investigation is opened or an expedited hearing is conducted under this
57 rule, the ~~the~~ Executive Secretary shall permanently maintain all written allegations,

58 subsequent dismissals, actions, or disciplinary letters related to a case against an
59 educator in the UPPAC case file.

60

61 **R277-211-3. Review of Notification of Alleged Educator Misconduct.**

62 (1)(a) Upon receipt of a notification of alleged educator misconduct, the
63 Executive Secretary shall review the notification with UPPAC and ~~recommend one of~~
64 ~~the following actions to-~~ UPPAC may:

65 (i) dismiss the matter if the alleged misconduct does not involve an issue that
66 UPPAC should address;

67 (ii) recommend an expedited hearing as described in Sections R277-211-5; or

68 (iii) open ~~[a case]~~an investigation if the alleged misconduct involves an issue that
69 ~~[may be appropriately addressed by UPPAC and the Board]~~warrants investigation by
70 UPPAC.

71 (b) In considering whether to open a case regarding an allegation of educator
72 misconduct, UPPAC shall consider the known facts and circumstances surrounding the
73 allegation to determine whether opening a case is warranted.

74 (c) UPPAC shall open a case most readily when the evidence shows that:

75 (i) the alleged misconduct involves the physical or emotional safety and well-
76 being of a student;

77 (ii) the alleged misconduct had a highly visible impact on the educator's school
78 community;

79 (iii) the alleged misconduct has the potential to damage the integrity of the
80 education profession;

81 (iv) the educator's LEA recommends the Board investigate the matter; or

82 (v) the educator has received prior UPPAC discipline.

83 ~~(c) If UPPAC votes to open a case, UPPAC shall also determine whether to:~~

84 ~~(i) initiate an investigation; or~~

85 ~~(ii) invite the educator to participate in an expedited hearing as described in~~

86 ~~Section R277-211-5.]~~

87 (2)(a) Before a UPPAC investigator's initiation of an investigation, the Executive
88 Secretary shall send an investigative letter to the following:

89 (i) the educator to be investigated;

90 (ii) the LEA that employs the educator; and

91 (iii) the LEA where the alleged activity occurred.

92 (b) The Executive Secretary shall place a flag on the educator's CACTUS file
93 after:

94 (i) sending the educator an investigative letter; and

95 (ii) directing UPPAC staff to begin gathering evidence relating to the allegations.

96 (c) The Executive Secretary may not place a flag on an educator's CACTUS file
97 if the educator agrees to an expedited hearing under Section R277-211-5 unless the
98 expedited hearing panel recommends a full investigation.

99 (3)(a) The investigator shall review relevant documentation and interview
100 individuals who may have knowledge of the allegations.

101 (b) The investigator shall prepare an objective and independent investigative
102 report supported by the evidence and Rule R277-215[ef] including:

103 (i) the findings of the investigation [and a recommendation supported by the
104 evidence and Rule R277-215.];

105 (ii) the educator standards that the educator may have violated; and
106 (iii) the applicable disciplinary presumptions.

107 (c) If the investigator discovers additional evidence of unprofessional conduct
108 beyond the original allegations, the investigator may include the additional evidence of
109 misconduct in the investigative report provided that the educator has had the
110 opportunity to respond to the additional evidence.

111 (d) The investigator shall submit the investigative report to the Executive
112 Secretary.

113 (e) The Executive Secretary shall add the investigative report described in
114 Subsection (3)(d) to a UPPAC meeting agenda.

115 (f) The investigative report described in Subsection (3)(d) shall become part of
116 the UPPAC case file.

117 (4) The investigator may prioritize an investigation over other longer pending
118 cases if:

119 (a) the educator poses an ongoing risk to students;
120 (b) the case needs to be expedited to accommodate a crucial witness;
121 (c) the ongoing investigation creates unusual uncertainty for the educator's LEA
122 or community:

123 (d) the educator is unemployed as a result of the allegations; or

124 (e) the educator requests expedited consideration for good cause.

125 ([4]5) UPPAC shall review the investigative report and take one of the following
126 actions:

127 (a) Recommend that the Board clear the CACTUS flag and take no action; or
128 (b) make an initial recommendation consistent with the evidence and Rule R277-
129 215.

130 ([5]6) After receiving an initial recommendation from UPPAC for action, the
131 Executive Secretary shall:

132 (a) prepare and serve a complaint; or

133 (b) negotiate and prepare a proposed consent to discipline.

134 ([6]7) Upon request of an educator, UPPAC will provide a copy of the UPPAC
135 case file and UPPAC evidence file to the educator.

137 **R277-211-4. Expedited Hearings on Criminal Charges in lieu of Initial UPPAC**
138 **Review.**

139 (1) In a case involving the [first]report of an arrest, citation, or charge of an
140 educator, which requires self-reporting by the educator under Section [R277-217](#)-4, the
141 Executive Secretary, with the consent of the educator, may schedule the matter for an
142 expedited hearing in lieu of initially referring the matter to UPPAC.

143 (2)(a) The Executive Secretary shall hold an expedited hearing within 60 days of
144 [a report of an arrest, citation, or charge]the criminal court disposition, unless otherwise
145 agreed upon by both parties.

146 (b) An expedited hearing panel shall conduct an expedited hearing on a criminal
147 charge and include the following additional invited [participants]individuals where
148 possible:

- (i) the educator;
- (ii) the educator's attorney or representative;
- (iii) a UPPAC attorney; and
- (iv) a representative of the educator's LEA.

153 (3) The panel may consider the following matters at an expedited hearing on a
154 criminal charge:

155 (a) an educator's oral or written explanation of the events;
156 (b) a police report;
157 (c) a court docket or transcript;
158 (d) an LEA's investigative report or employment file; and
159 (e) additional information offered by a participant in the expedited hearing if the
160 Executive Secretary deems it probative of the issues at the expedited hearing.

161 (4) After reviewing the evidence described in Subsection (3), the expedited
162 hearing panel shall make written findings and a recommendation to UPPAC consistent
163 with the evidence and Rule R277-215 to do one of the following:

164 (a) close the case;
165 (b) close the case upon completion of court requirements;
166 (c) recommend that the Board issue a letter of education or letter of warning;
167 (d) open a full investigation; or
168 (e) recommend action by the Board, subject to an educator's due process rights
169 under Rule [277-210](#) through Rule [R277-217](#).

170 (5) An expedited hearing on a criminal charge may be recorded, but the
171 testimony from the expedited hearing is inadmissible during a future UPPAC action
172 related to the allegation unless the educator stipulates to admitting the recording.

173 (6) If the Board fails to adopt UPPAC's recommendation, UPPAC may open a
174 full investigation or issue a complaint.

175 (7) An expedited hearing panel may proceed under this section with only two
176 voting panel members with the stipulation of the educator.

177

178 R277-211-5. Expedited Hearings on Minor Violations of the Educator Standards.

179 (1) Upon review of an allegation of educator misconduct, UPPAC may
180 recommend conducting an expedited hearing if:

181 (a) the material evidence provided by the informant does not appear to be
182 disputed;

183 (b) the allegations, if true, implicate the presumption for a [letter of education or]
184 letter of warning under Subsection R277-215-2([9]8); and

185 (c) the educator consents to participate.

190 (3) At an expedited hearing under this section, an expedited hearing panel shall
191 conduct the hearing and include the following invited individuals where possible:

192 (a) the educator;

193 (b) the educator's attorney or representative;

194 (c) a UPPAC attorney; and

195 (d) an administrator from the educator's school or LEA.

196 (4) At an expedited hearing under this section, the panel may consider:

197 (a) an educator's oral or written explanation of the events:

198 (b) an LEA's investigative report or employment file, including witness
199 statements; and

200 (c) additional information proffered by a participant in the expedited hearing if the
201 Executive Secretary deems it probative of the issues at the expedited hearing.

202 (5) After reviewing the evidence described in Subsection (4), the expedited
203 hearing panel shall make written findings and a recommendation consistent with the
204 evidence and Rule [R277-215](#) to do one of the following:

205 (a) close the case;

206 (b) close the case upon completion of recommended training or other educator
207 requirements;

208 (c) issue a letter of education or letter of warning; or

209 (d) open a full investigation.

210 (6) If an expedited hearing panel recommends a full investigation be opened, the
211 Executive Secretary shall follow the requirements set forth in Subsection R277-211-
212 3(2).

213 (7) An expedited hearing under this section may be recorded.

214 (8) Testimony offered at an expedited hearing may be considered in a
215 subsequent report to UPPAC or hearing.

216 (9) An expedited hearing panel may proceed under this section with only two
217 voting panel members with the stipulation of the educator.

219 R277-211-6. Complaints.

223 (2) At a minimum, a complaint shall include:

224 (a) a statement of legal authority and jurisdiction under which the action is being
225 taken;

226 (b) a statement of the facts and allegations upon which the complaint is based;

227 (c) other information necessary to enable the respondent to understand and
228 address the allegations;

229 (d) a statement of the potential consequences if an allegation is found to be true
230 or substantially true;

231 (e) a statement that the respondent shall answer the complaint and request a
232 hearing, if desired, within 30 days of the date the complaint is mailed to the respondent;

233 (f) a statement that the respondent shall file a written answer described in
234 Subsection (2)(e) with the Executive Secretary;

235 (g) a statement advising the respondent that if the respondent fails to respond
236 within 30 days, the Executive Secretary may issue a default order in accordance with
237 Section R277-211-8;

238 (h) a statement that, if a hearing is requested, the hearing will be scheduled no
239 less than 45 days, nor more than 180 days, after receipt of the respondent's answer,
240 unless a different date is agreed to by both parties in writing;

241 (i) a copy of the applicable hearing rules as required by Section [53E-6-607](#); and

242 (j) if the respondent is not represented by counsel, a written guide to help the
243 respondent understand the UPPAC investigation and hearing process.

244 (3) On the Executive Secretary's own motion, the Executive Secretary, or the
245 Executive Secretary's designee, with notice to the parties, may reschedule a hearing
246 date.

247 (4)(a) A respondent may file an answer to a complaint by filing a written
248 response signed by the respondent or the respondent's attorney with the Executive
249 Secretary within 30 days after the complaint is mailed.

250 (b) The answer shall include:

251 (i) a request for a hearing;

252 (ii) the file number of the complaint;

253 (iii) the names of the parties; and

254 (iv) the relief that the respondent seeks at a hearing.

255 (c) As an alternative to filing an answer, the respondent may file a voluntary
256 surrender pursuant to Rule [R277-216](#).

257 (5)(a) The Executive Secretary shall schedule a hearing, if requested by the
258 respondent, in accordance with Subsection (2)(h) and Rule [R277-212](#).

259 (b) If the parties can reach an agreement before the hearing consistent with the
260 terms of UPPAC's initial recommendation, the UPPAC attorney may negotiate a
261 proposed consent to discipline with the respondent.

262 (c) A proposed consent to discipline described in Subsection (5)(b) shall be
263 submitted to the Board for the Board's consideration in accordance with Section R277-
264 211-7.

265 (6)(a) If a respondent does not respond to the complaint within 30 days, the
266 Executive Secretary may initiate default proceedings in accordance with the procedures
267 set forth in Section R277-211-8.

268 (b) If the Executive Secretary enters an order of default, the Executive Secretary
269 shall make a recommendation to the Board for discipline consistent with the evidence
270 and Rule [R277-215](#).

271

272 R277-211-7. Proposed Consent to Discipline.

273 (1) At any time after UPPAC has made an initial recommendation, a respondent
274 may accept UPPAC's initial recommendation, rather than request a hearing, by entering
275 into a proposed consent to discipline.

276 (2) By entering into a proposed consent to discipline, a respondent waives the
277 respondent's right to a hearing to contest the recommended disposition, contingent on
278 final approval by the Board.

279 (3) At a minimum, a proposed consent to discipline shall include:

280 (a) a summary of the facts, the allegations, the presumption described in Rule
281 [R277-215](#), mitigating or aggravating factors described in Rule [R277-215](#), and the
282 evidence relied upon by UPPAC in its recommendation;

283 (b) a statement that the respondent admits or does not contest the facts recited
284 in the proposed consent to discipline [as true] for purposes of the Board administrative
285 action;

286 (c) a statement that the respondent:

287 (i) waives the respondent's right to a hearing to contest the allegations that gave
288 rise to the investigation; and

289 (ii) agrees to the proposed action rather than contest the allegations;

290 (d) a statement that the respondent agrees to the terms of the proposed consent
291 to discipline and other provisions applicable to the case, such as remediation,
292 assessment and recommended counseling, restitution, rehabilitation, and other
293 conditions, if any, under which the respondent may request a reinstatement hearing or a
294 removal of the reprimand;

295 (e) a statement that the action and the proposed consent to discipline shall be
296 reported to other states through the NASDTEC Educator Information Clearinghouse;

297 (f) a statement that respondent waives the respondent's right to contest the facts
298 stated in the proposed consent to discipline at a subsequent reinstatement hearing, if
299 any;

300 (g) a statement that all records related to the proposed consent to discipline
301 shall remain permanently in the UPPAC case file;

302 (h) a statement reflecting the classification of the proposed consent to discipline
303 under [Title 63G, Chapter 2](#), Government Records Access and Management Act;

304 (i) a statement that information regarding the proposed reprimand, suspension,
305 or revocation may be included in an online licensing database that is available for public
306 access in accordance with Rule R277-312.

307 (j) a statement that a violation of the terms of an approved consent to discipline
308 may result in additional disciplinary action and may affect the reinstatement process;
309 and

310 (k) a statement that the educator understands that the Board is not bound by
311 UPPAC's recommendation or the negotiated proposed consent to discipline unless the
312 Board approves the proposed consent to discipline;

313 (l) if for a suspension of the educator's license:

314 (i) specific conditions that an educator must satisfy before requesting a
315 reinstatement hearing; and

316 (ii) a minimum time period that must elapse before the educator may request a
317 reinstatement hearing;

318 (m) if for suspension or revocation of a license, a statement that the respondent
319 may not work or volunteer in a public school in accordance with Subsection 53E-6-
320 603(3); and

321 (n) if for suspension or revocation of a license, a statement that any attempt to
322 represent to any other state a valid Utah license shall result in further licensing action in
323 Utah.

324 (4)(a) The Executive Secretary shall forward a proposed consent to discipline to
325 the Board for approval.

326 (b) If the Board does not approve a proposed consent to discipline, the Board
327 may:

328 (i)(A) remand the case to UPPAC and shall include issues or questions that
329 need to be addressed;

330 (B) offer respondent the opportunity for a hearing; or

331 (C) provide alternative terms and disposition to the Executive Secretary,

332 consistent with the available evidence and presumptions described in Rule [R277-215](#),
333 that would be satisfactory to the Board to be submitted to the educator for
334 consideration;

335 (ii) direct the Executive Secretary to issue a letter of education, or letter of
336 warning, or dismiss the matter; or

337 (iii) take other appropriate action consistent with due process and Rule R277-
338 215.

339 (5) If the respondent accepts a consent to discipline with alternative terms and
340 disposition proposed by the Board, the consent to discipline, as modified, is a final
341 Board administrative action without further Board consideration.

342 (6) If the terms approved by the Board are rejected by the respondent, the
343 proceedings shall continue from the point under these procedures at which the
344 agreement was negotiated, as if the consent to discipline had not been submitted.

345 (7) If the Board remands to UPPAC to provide respondent the opportunity for a
346 hearing under Subsection (4)(b)(i)(B), the Executive Secretary shall:

347 (a) notify the parties of the decision;
348 (b) direct a UPPAC attorney to issue a complaint; and
349 (c) direct the proceedings as if the proposed consent to discipline had not been
350 submitted.

351 (8) If the Board approves a proposed consent to discipline, the approval is a final
352 Board administrative action and the Executive Secretary shall:

353 (a) notify the parties of the decision;
354 (b) update CACTUS to reflect the action;
355 (c) report the action to the NASDTEC Educator Information Clearinghouse if the
356 agreement results in:

357 (i) a revocation;

358 (ii) a suspension; or

359 (iii) a reprimand;

360 (d) direct the appropriate penalties to begin; and

361 (e) notify the LEAs throughout the state.

363 R277-211-8. Default Procedures.

364 (1) If a respondent does not respond to a complaint within 30 days from the date
365 the complaint is served, the Executive Secretary may issue an order of default against
366 the respondent consistent with the following:

367 (a) the Executive Secretary shall prepare and serve on the respondent an order
368 of default including:

369 (i) a statement of the grounds for default; and

370 (ii) a recommended disposition if the respondent fails to file a response to a
371 complaint;

372 (b) ten days following service of the order of default, a UPPAC attorney shall
373 attempt to contact respondent or respondent's attorney by telephone or electronically
374 unless the respondent is incarcerated and unrepresented;

375 (c) UPPAC shall maintain documentation of attempts toward written, telephonic,
376 or electronic contact;

377 (d) the respondent has 20 days following service of the order of default to
378 respond to UPPAC; and

379 (e) if UPPAC receives a response from respondent to a default order before the
380 end of the 20 day default period, UPPAC shall allow respondent a final ten day period to
381 respond to a complaint.

382 (2) The Executive Secretary shall make a recommendation to the Board for
383 discipline consistent with the evidence and Rule [R277-215](#).

384 (3) If an educator's default results in a suspension, the order of default shall
385 include conditions the educator must meet before requesting a reinstatement hearing.

386

387 R277-211-9. Disciplinary Letters and Dismissal.

388 (1) If UPPAC recommends issuance of a letter of warning, letter of education, or
389 dismissal, the Executive Secretary shall forward the case to the Board for review on a
390 consent calendar.

391 (2) If the Board does not approve a recommendation for a letter of warning, letter
392 of education, or dismissal described in Subsection (1), the Board may:

393 (a) remand the case to the Executive Secretary with:

394 (i) direction as to the issues UPPAC should address;

395 (ii) alternative terms and disposition that would be satisfactory to the Board to be
396 submitted to the educator for consideration; and

397 (iii) the opportunity for the educator to participate in a hearing;

398 (b) dismiss the matter; or

399 (c) take other appropriate action consistent with due process and Rule [R277-
400 215.](#)

- 403 (a) prepare the letter of warning or letter of education and mail it to the educator;
- 404 (b) place a copy of the letter of warning or letter of education in the UPPAC case
- 405 file; and
- 406 (c) update CACTIIS to reflect that the case is closed.

407

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408 KEY: teacher licensing, conduct, hearings

409 Date of Last Change: January 10, 2024

410 Notice of Continuation: February 10, 2021

411 Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-6-506](#); [53E-3-](#)
412 [401\(4\)](#)

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